



**MEMORANDUM**

No. 15 s. 2025

**TO : All Canteen Tenants**  
**FROM : Campus Director**  
**DATE : 10 February 2025**  
**SUBJECT : Garbage Issue, Monthly Rentals, and Water and Electric Bill**

As you are well aware of, EVSU Ormoc relies solely on LGU's garbage truck for the disposal of our trash. As you are well aware of too, our trash had been accumulating on a regular basis at the back of our stage, which, at this point, is very difficult to address. For this reason, I am ordering you all, effective immediately, to bring your trash/waste at home or through them properly outside EVSU Ormoc. Failure to follow this order means termination of our Lease Agreement.

**Attention Dr. Clery Shellanei D. Nicolas:** I am tasking your office to do the monitoring of this memo.

Also, to those tenants who have unsettled accounts for the monthly rentals and water and electric bills, please settle them as soon as possible. I asked **Dr. Alexes Jude M. Ramas**, IGP Head, to provide my office anytime before 5:00pm today with the update of the monthly rental and the utility bill. My memo on this matter will follow soon.

For your strict compliance.

In the service of God, country, and EVSU,

**DR. JEFFRY OCAY**  
 Campus Director

Copy furnished:

9:08AM 2/11/25  
 - Head, Admin and Finance  
 - Accountant  
 - Disbursing Officer  
 - Budget Officer  
 - All Department Heads  
 Edu. Dept. - 2/11/25  
 q. account 2/11/25  
 Budget - 2/11/2025  
 9:39am

IND - TCA - f.  
 2/11-25  
 8:57

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